



**Oxford Diocesan Schools Trust**  
**Pay and Personnel Committee –Terms of Reference**

**Dec 7<sup>th</sup> 2015**

**Purposes of the committee**

The over-arching purpose of the ODST and (by delegation) all of its committees, is to deliver our vision: the belief in educational excellence. We aim to serve our pupils, staff, parents and their local community by providing academies with the highest levels of academic rigour and pastoral care. Through this purpose, the Board/Committee(s) will enable ODST's academies to be places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

The specific purposes of this committee are to make appropriate recommendations on pay and personnel matters to the Board of Directors of ODST.

**Membership**

Membership and terms of reference will be reviewed annually by the board (see below).

- The committee will be comprised of between 3-5 directors.
- The committee may have such co-opted non-voting members as the Board of Directors shall appoint. The committee may make recommendations for these appointments.

**Quorum**

The quorum shall be three directors. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

**Meetings**

The committee will meet as necessary and at least five times per year. The Committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent Board of Directors meeting.

**Terms of Reference**

**Pay and Conditions**

- To review the salaries of centrally employed staff each year, taking account of any recommendations made by officers of the Trust in respect of the annual appraisal process.
- In consultation with the Finance Committee, to review and recommend to the ODST changes to the pay policy, having taken appropriate consultation through the ODST's consultative mechanism.

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- To establish arrangements and monitoring facilities to achieve the aims of the ODST's pay policy in a fair and equitable manner.
- To oversee and monitor the application of the criteria set out in the ODST pay policy in determining matters relating to the pay of members of staff.
- To consider and approve recommendations for discretionary payments.
- To consider and approve changes to job grading for existing/new posts.

#### **Personnel**

- To agree/ recommend any pay and personnel related statutory and other policies to be adopted across all ODST schools- e.g. - e.g. appraisal, disciplinary, equality. Copy of policies will be on the ODST's website once established
- To set up appointment panels where required for staff at Headteacher and Deputy Headteacher level.
- To advise the ODST on the implication of any changes in employment legislation affecting the ODST.
- To receive, consider and approve changes to the management structure of ODST schools
- To be notified of any disciplinary/grievance, and provide support as appropriate.
- To hear appeals against dismissal.

#### **Powers of the committee**

- The committee has full delegated decision making powers other than for decisions involving additional expenditure in excess of funds delegated to it, which should be referred to the full Board of Directors.
- No vote on any matter may be taken unless the majority of the members present are directors. The Chair has a casting vote.

#### **Recording and reporting of meeting**

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the full ODST directors' meeting following the committee meeting.

#### **Review of terms of reference and membership**

This will be undertaken annually, by the full Board of ODST.

Date last reviewed: July 19, 2018,

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